

Minutes of IQAC Meeting held on 22th June, 2019 at 02:00 pm
In Room No. 409, LHC Building Members

Present:

1. Dr. Ajit Kumar Panda (Chairperson, IQAC)
2. Dr. Shom Prasad Das
3. Dr. M. Reza
4. Prof. M. Suresh
5. Dr. Satya Sopan Mahto
6. Dr. Ratnakar Mishra
7. Dr. Pradyumna Ku. Patra
8. Dr. Sandipan Mallick
9. Dr. D Panda
10. Prof. Pramath Nath Acharya

Dr. Ajit Kumar Panda, Principal welcomed all the members of the committee.

1. Confirmation of the previous meeting held on 28th February, 2019.

Resolved to confirm the minutes of the previous meeting held on 28 February, 2019.

2. Action taken Report on last meeting.

Resolved to approve the Action Taken Report on minutes of IQAC meeting held on 28th February, 2019.

3. Change of Program.

The B.Tech in 'Instrumentation Engineering' is decided to be closed due to lack of interest among the students to take admission. The faculty members were assigned subjects in other departments.

4. Revamp of NIST website and Intra mail.

Discussion held to award a third-party agency to revamp and maintain its website. The NTCS team is tasked to find out a suitable agency to do so. Prof. Bhabani Pattnaik was given the task to supervise. All the department heads were asked to provide latest reports on their faculty achievements.

5. Faculty promotion scheme discussed and formalized.

To get a promotion under 'Career Advance Scheme' (CAS) a faculty has to attend two refresher courses as minimum standard policy. However, the expenses for enrolling in such refresher courses will be

borne by the Institute. The refresher courses floated by the continuing education department of various IITs will be preferred over the state universities.

6. Need to design a detailed checklist for Course.

As per NAAC guidelines each faculty has to maintain a course file and need for a detailed checklist is discussed. The checklist should contain syllabus, teaching plan, time table, study materials, guest lecture, mid semester question paper, scanned answer scripts of best and slow learners, result analysis, assignment, quiz, surprise test, final mark sheet and course completion reports. Faculty members will be asked to maintain hard and soft copy. The head of the department are supposed to verify before the semester begins.

7. Funds, Sponsored Projects and Patents by faculty members.

A detailed list of funds received, projects undertaken and patents filed was shared among the members. In this regard institute framed a policy of research assistant whose monthly remuneration will be borne by the institute upon submission of a monthly progress report to the R&D coordinator.

8. Departmental sub-committee.

Discussion held to create subcommittee in each department to provide information to IQAC team.

The meeting ended with vote of thanks to the Chair.

